

## SERVICE RECORD VERIFICATION

Member's Name/Rate \_\_\_\_\_ Work Center \_\_\_\_\_

1. Purpose: Some documents (such as "A" school certificates) may not be readily available, but have been previously entered into the member's service record. Use this form to document service record entries vice inserting reproduced pages from the Enlisted Service Record into the MTR.

2. Instructions: Upon sight verification of required documentation from member's service record, Division Officer should sign the appropriate blocks below. Insert this form into the MTR.

### NAVY SERVICE SCHOOLS & TRAINING COURSES COMPLETED:

Course Title & Course number	Date completed	Verified by Division Officer: (Signature)	Date verified

### PERSONNEL QUALIFICATION STANDARDS COMPLETED:

PQS Title	Date completed	Verified by Division Officer: (Signature)	Date verified

### OTHER DOCUMENTATION VERIFIED:

Title/Subject/Qual/	Date completed	Verified by Division Officer: (Signature)	Date verified